

INCOME EXPENSE REPORT JANUARY 2014

INCOME CATEGORY	MONTH	2014 YTD	2014 Budget	2014 Project	2013 YTD
CDRP Funds	13,892.11	13,892.11	46,307.69	46,307.69	12,578.24
Agency Funds					
A. Charlevoix County			33,000.00	33,000.00	7,500.00
B. Emmet County			30,900.00	30,900.00	7,875.00
C. VORP Charlevoix			8,500.00	8,500.00	800.00
D. VORP Emmet			7,500.00	7,500.00	1,250.00
E. CDP Charlevoix			8,000.00	8,000.00	
E. Fees for Service	25.00	25.00	5,000.00	5,000.00	250.00
F. ACVS Fees			2,000.00	2,300.00	
G. SPED Fees			500.00	500.00	
H. Donations	700.00	700.00	3,500.00	3,500.00	64.94
I. Designated Gifts					
J. Donor Campaign			2,000.00	2,000.00	1,275.00
K. Theatre Party					
1. Sponsorships			6,500.00	6,500.00	
2. Ticket Sales			2,900.00	2,900.00	
3. Other			600.00	600.00	
L. Reimbursement/Rebate					
M. Interest	7.74	7.74	200.00	200.00	147.57
N. Training					1.53
1. 40-Hour					
2. Advanced - Spring					
3. Special Education					
4. Corporate					
Grants					
A. Bay Harbor Foundation					
B. Charlevoix Foundation					
C. Petoskey Foundation			1,484.00	1,484.00	
D. United Way			1,086.50	1,086.50	
E. Charlevoix Lions					
F. Revenue Sharing	3,732.63	3,732.63	4,600.00	4,600.00	
G. Women's Club					
Transfer from Savings					
TOTAL INCOME	18,357.48	18,357.48	164,578.19	164,878.19	31,742.28
In Kind					
A. Accounting Services	100.00	100.00	500.00	500.00	
B. Volunteer Mediators	12,787.50	12,787.50	193,762.50	193,762.50	15,112.50
C. Volunteer Labor	240.00	240.00			
D. Volunteer Training			1,200.00	1,200.00	
E. Mediation Locations	800.00	800.00	6,840.00	6,840.00	600.00
F. Rent	1,300.00	1,300.00	15,600.00	15,600.00	1,300.00
G. Equipment/Supplies			500.00	500.00	625.00
H. Cell Phone	149.21	149.21	2,109.85	2,109.85	148.93
I. Theatre Party			1,550.00	1,550.00	
J. Training Locations			800.00	800.00	
K. Mileage			500.00	500.00	134.87
L. GoToMyPC	19.95	19.95	240.00	240.00	19.95
M. Refund					
IN KIND INCOME	15,396.66	15,396.66	223,602.35	223,602.35	17,941.25
TOTAL + IN KIND INCOME	33,754.14	33,754.14	388,180.54	388,480.54	49,683.53

EXPENSE CATEGORY	MONTH	2014 YTD	2014 Budget	2014 Project	2013 YTD
1. Personnel					
A. Salaries	7,805.60	7,805.60	101,473.00	101,473.00	7,578.16
B. FICA	814.13		7,762.68	7,762.68	579.72
C. Worker's Compensation			634.00	634.00	
D. Unemployment			1,014.73	1,014.73	
E. Insurance/Education			7,500.00	7,500.00	
2. Accounting	335.00	335.00	1,500.00	1,500.00	
3. Advertising	45.00	45.00	1,595.00	1,595.00	30.00
4. Charlevoix Office					
A. Rent	100.00	100.00	1,200.00	1,200.00	100.00
B. Telephone	69.23	69.23	855.00	855.00	136.75
5.. Communications					
A. Telephone	208.57	208.57	2,100.00	2,100.00	421.46
B. Internet	54.95	54.95	800.00	800.00	54.95
6. Contractual			1,600.00	1,600.00	185.00
7. Equipment					
A. Purchase			500.00	500.00	
B. Repair & Maintenance			500.00	500.00	
8. Insurance					
A. Employment Practices			224.00	224.00	
B. Directors & Officers			1,270.00	1,270.00	
C. Commercial Umbrella			300.00	300.00	
D. Business Protection			430.00	430.00	
9. Occupancy - Rent	500.00	500.00	6,000.00	6,000.00	500.00
10. Other					
A. Board	913.75	913.75	2,314.19	2,314.19	168.75
B. Executive Director	176.50	176.50	1,827.00	1,827.00	189.25
C. Hospitality	131.96	131.96	635.00	635.00	
D. Licenses, Fees, Dues	350.00	350.00	1,167.00	1,167.00	10.00
E. PD	10.00	10.00	1,150.00	1,150.00	
F. Staff Retreat			125.00	125.00	
G. Theatre Party			2,248.00	2,248.00	
11. Postage			900.00	900.00	
12. Printing	1,081.00	1,081.00	1,850.00	1,850.00	555.00
13. Reimbursement					
14. Supplies	75.98	75.98	3,000.00	3,000.00	163.09
15. Training					
A. 40-Hour					
B. Advanced Spring					
C. Advanced Fall					
D. Special Education					
D. Roundtables			160.00	160.00	
16. Travel					
A. Lodging			585.00	585.00	
B. Meals			235.50	235.50	
C. Mileage	376.38	376.38	8,766.25	8,766.25	437.22
D. Other					5
TOTAL EXPENSES	13,048.05	12,233.92	162,221.35	162,221.35	11,114.35
16. Gain (Loss)			2,356.84	2,356.84	
Comparison of Income & Expenses			164,578.19	164,578.19	

02/11/14

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January 2014

	<u>Jan '14</u>
Income	
CDRP Funds	
1st Quarter	<u>13,892.31</u>
Total CDRP Funds	13,892.31
Donation	
Donor Campaign	<u>700.00</u>
Total Donation	700.00
Fees	
Domestic	<u>25.00</u>
Total Fees	25.00
Grants	
Revenue Sharing	<u>3,732.63</u>
Total Grants	3,732.63
Interest	<u>7.74</u>
Total Income	18,357.68
Expense	
Accounting	335.00
Advertising	45.00
Charlevoix Office	
Rent	100.00
Telephone	<u>69.23</u>
Total Charlevoix Office	169.23
Communications	
Internet	54.95
Telephone	<u>208.57</u>
Total Communications	263.52
Occupancy	
Rent	<u>500.00</u>
Total Occupancy	500.00
Other	
Board	913.75
Executive Director	176.50
Hospitality	131.96
Licenses, Fees, Dues	350.00
PD	<u>10.00</u>
Total Other	1,582.21
Payroll Expenses	814.13
Printing	1,081.00
Salaries and Wages	7,805.60
Supplies	75.98

02/11/14

NORTHERN COMMUNITY MEDIATION
Profit & Loss
January 2014

	<u>Jan '14</u>
Travel	
Mileage	<u>376.38</u>
Total Travel	<u>376.38</u>
Total Expense	<u>13,048.05</u>
Net Income	<u><u>5,309.63</u></u>

02/11/14

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January 2014

	<u>Jan '14</u>
AT&T	277.80
Bert Rousseau	363.98
City of Charlevoix	100.00
Conni Zingler	22.40
Gaslight Media	84.95
Mason & Kammermann	335.00
McCardel Water Conditioning	5.00
North Sky	745.00
Office Max	70.98
Online Payroll Service Fee	10.00
Payroll Distribution	8,619.73
Petoskey Chamber of Commerce	305.00
Rotary Club of Petoskey	176.50
Sky's the Limit	106.96
St. Francis Xavier	500.00
The Print Shop	1,081.00
United Way	50.00
Wiley Subscription Services	168.75
YMCA	25.00
TOTAL	<u>13,048.05</u>

NORTHERN COMMUNITY MEDIATION
Balance Sheet Prev Year Comparison

As of January 31, 2014

	Jan 31, '14	Jan 31, '13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,528.59	6,509.04	19.55	0.3%
CD Bank of N. MI 804631	6,148.19	6,102.16	46.03	0.8%
CD Bank of N. MI 806536	6,319.03	6,287.54	31.49	0.5%
CD Char State Bank 18756	5,910.02	5,880.53	29.49	0.5%
CD Char State Bank 18910	12,112.48	12,070.14	42.34	0.4%
CD First Comm. Bank 60302215	7,798.71	7,775.37	23.34	0.3%
CD First Comm. Bank 60302716	5,560.36	5,543.73	16.63	0.3%
Checking Chase	24,004.87	35,941.96	-11,937.09	-33.2%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,696.38	15,620.90	75.48	0.5%
Savings Chase	18,059.11	18,050.33	8.78	0.1%
Savings NW Bank 710205349	10,269.86	10,264.73	5.13	0.1%
Total Checking/Savings	118,507.60	130,146.43	-11,638.83	-8.9%
Total Current Assets	118,507.60	130,146.43	-11,638.83	-8.9%
Fixed Assets				
Accumulated Depreciation				
Equipment	-18,412.95	-17,105.95	-1,307.00	-7.6%
Maintenance				
Purchase	215.00	0.00	215.00	100.0%
Equipment - Other	658.00	658.00	0.00	0.0%
Total Equipment	20,687.14	20,472.14	215.00	1.1%
Total Fixed Assets	2,274.19	3,366.19	-1,092.00	-32.4%
Other Assets				
Investments - CCCF	11,045.07	11,045.07	0.00	0.0%
Investments - PHSACF	11,455.46	11,455.46	0.00	0.0%
Total Other Assets	22,500.53	22,500.53	0.00	0.0%
TOTAL ASSETS	143,282.32	156,013.15	-12,730.83	-8.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Federal Income Tax Withheld	742.00	723.46	18.54	2.6%
Fica Tax Withheld	1,194.26	1,007.89	186.37	18.5%
Michigan Unemployment	217.00	0.00	217.00	100.0%
State Income Tax Withheld	318.66	309.16	9.50	3.1%
Total Other Current Liabilities	2,471.92	2,040.51	431.41	21.1%
Total Current Liabilities	2,471.92	2,040.51	431.41	21.1%
Total Liabilities	2,471.92	2,040.51	431.41	21.1%
Equity				
*Retained Earnings	135,500.78	133,394.72	2,106.06	1.6%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	5,309.63	20,577.93	-15,268.30	-74.2%
Total Equity	140,810.40	153,972.64	-13,162.24	-8.6%
TOTAL LIABILITIES & EQUITY	143,282.32	156,013.15	-12,730.83	-8.2%